

The Guilford County Vendor Self Service application is designed to:

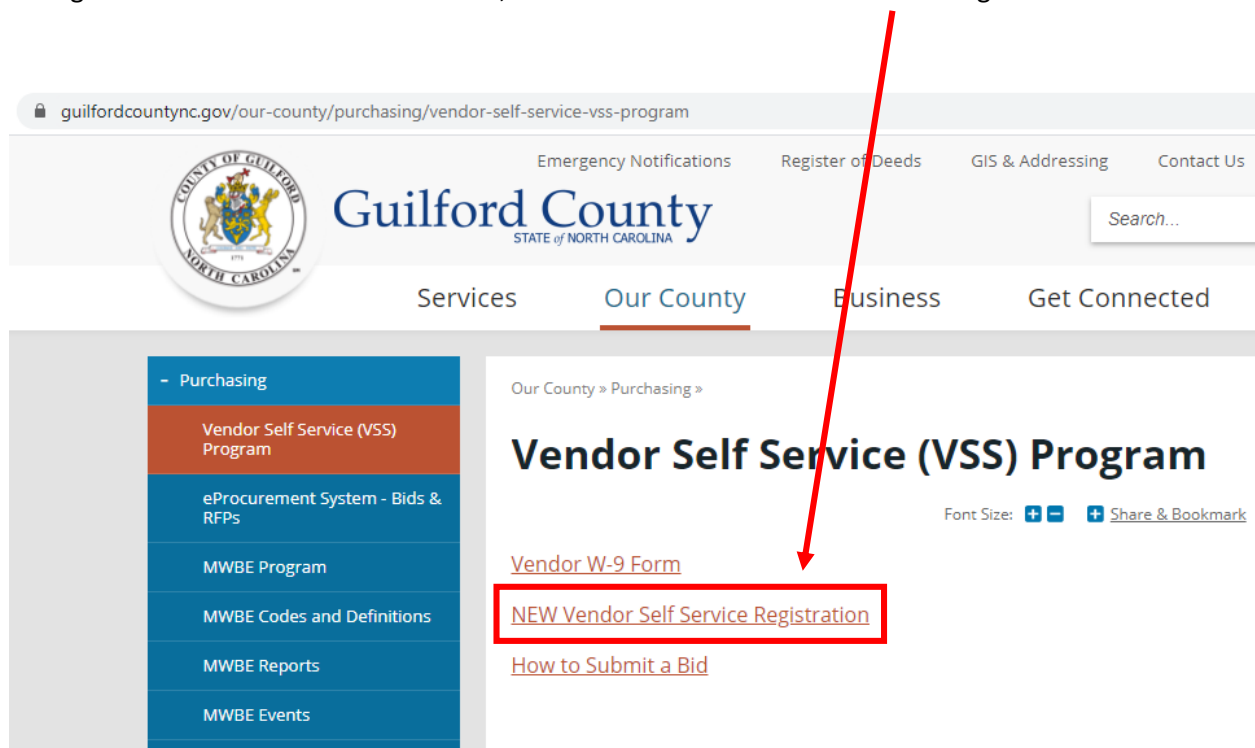
- Allow Vendors who do not have a Guilford County Vendor Number to register for one
- Allow Vendors who do have a Guilford County Vendor Number to add contacts for that vendor number
- Allow Vendors who do have a Guilford County Vendor Number to submit a Bid

The instructions on the following pages will show you how to register as a Vendor with Guilford County and add contact information for your Vendor record.

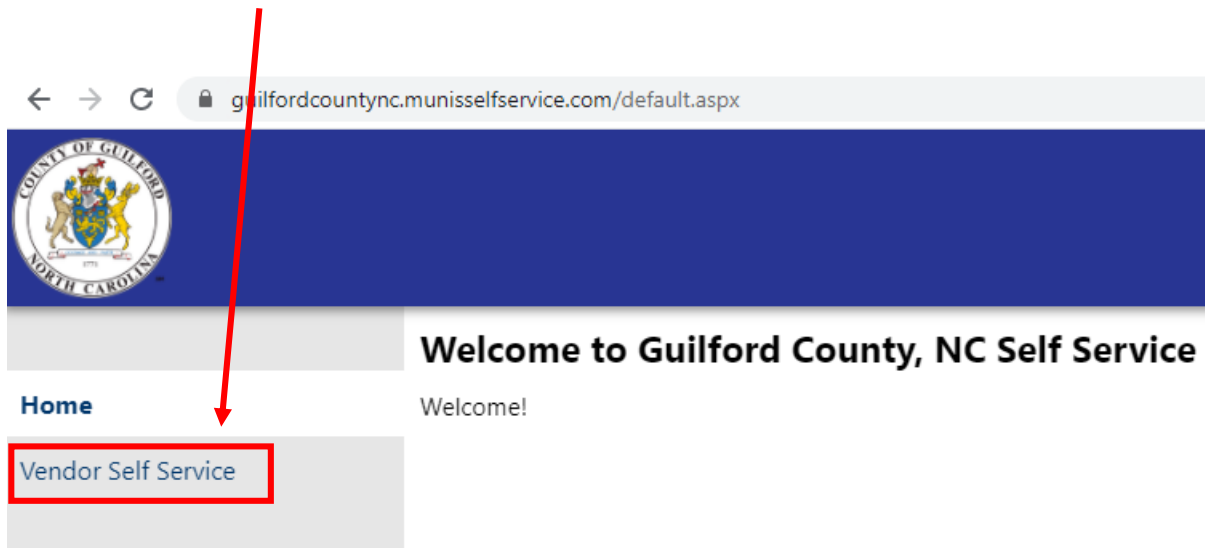
Vendor Self Service Information can be found at

<https://www.guilfordcountync.gov/our-county/purchasing/vendor-self-service-vss-program>

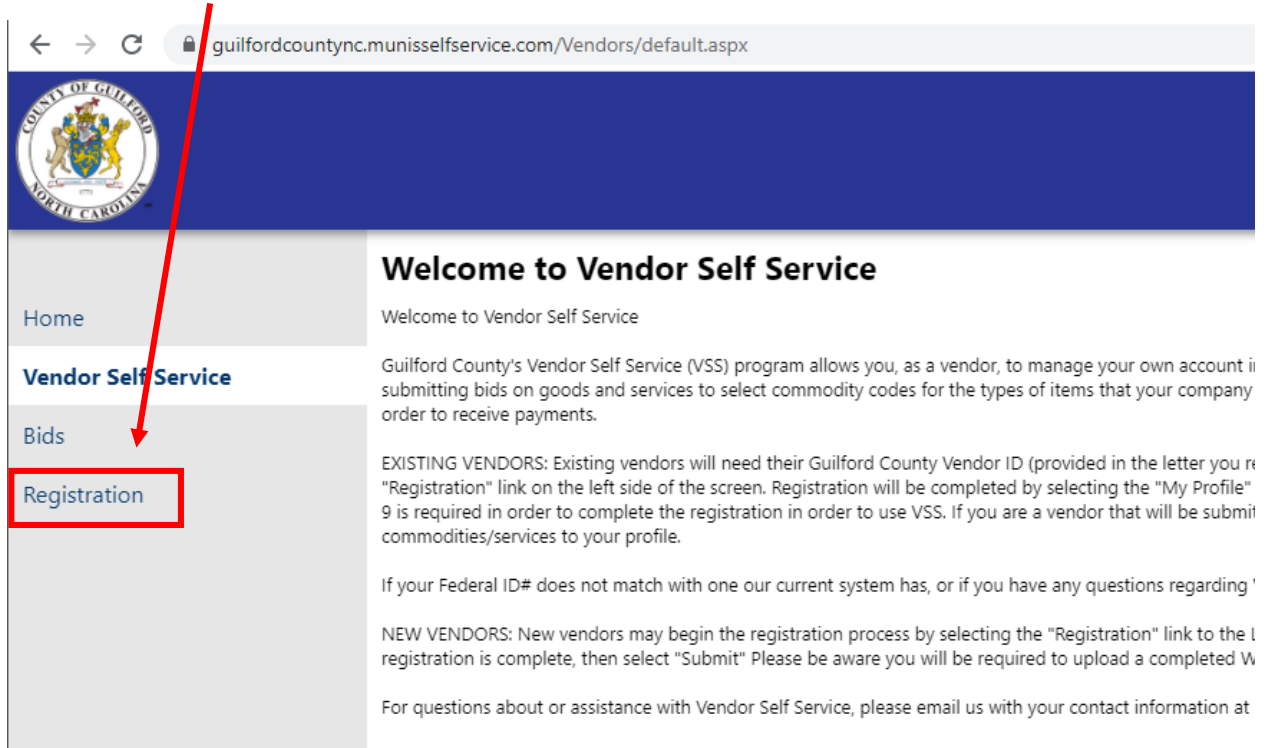
To register as a vendor or vendor contact, select the “New Vendor Self Service Registration” link.



Select the "Vendor Self Service" link



Select the "Registration" link



Please note, you will need to take different actions depending on whether your company/organization is already a registered vendor with Guilford County.

**Vendors Already Registered with Guilford County** – you already have a Guilford County Vendor ID

If someone in your company/organization has previously registered with Guilford County as a vendor, you will have a Guilford County Vendor ID number. If you do not know your Vendor ID or are unsure if your organization has one, please contact the Guilford County Finance Department.

**In the New Vendor Registration page, create a User ID and Password, enter the validation number, then ensure that you enter your organization's Guilford County Vendor ID number in the "Vendor ID" box and then enter your Federal ID number in the "FID/SSN" box**

Click the "Continue" button and follow the on-screen directions in the web pages that appear.

The screenshot shows a web browser window with the URL `guilfordcountync.muniselfservice.com/Vendors/Registration/Default.aspx`. The page features the Guilford County, North Carolina seal in the top left corner. A left-hand navigation menu includes links for Home, Vendor Self Service, Bids, and Registration (which is highlighted). The main content area is titled "New Vendor Registration" and contains a section "Create user ID and password". This section includes five input fields: "User ID (between 1 and 100 characters) \*", "Re-type user ID \*", "Password (between 8 and 15 characters) \*", "Re-type password \*", and "Password hint \*". Below these fields is a CAPTCHA image showing the number "2665" with the instruction "Enter these validation numbers into the box below them". At the bottom of the form, there is a section for "EXISTING VENDORS ONLY" with the instruction "You must complete the following for initial registration." and two input fields for "Vendor ID" and "FID/SSN (Enter without dashes)". A "Continue" button is located at the bottom right of the form.

**Vendors Not Yet Registered with Guilford County** – you DO NOT have a Guilford County Vendor ID yet

**In the New Vendor Registration page, create a User ID and Password, and enter the validation number**

Click the "Continue" button and follow the on-screen directions in the web pages that appear

When you are successfully registered, you can click the following icon to login

